

CLEMSON UNIVERSITY
CLASSIFIED STAFF COMMISSION MINUTES
February 10, 1998

President Tony McGuirt called the meeting to order at 10:04 AM.

Present: Arthur, Barnes, Becker, Becknell, Bell, Bernard, Calhoun, Cato, Chandler, Daniel, Harper, Haynes, Herrin, Holladay, Holton, Keasler, C. Massey, Maw, McGuirt, Norris, Padgett, Page, Parnell, Perry, Shanahan, Shira, Smith, Toney, Warmath, Warner.

Absent: Brewer, Burkett, Carson, Cox, Gray, Hall, Jennings, Ladd, F. Massey, B. Moore, M. Moore, Morris, Parker, Pierson, Pullen, Reeves, Simmons, Stirewalt, Thompson, Woodruff.

1. **Guest Speaker: Scott Ludlow**, Chief Financial Officer spoke on change. Price Prichart is a consulting firm who published The Employee Handbook on Organizational Change. Things he said he would stress include policy, procedures, training, and monitoring system. We need to find the best way of doing things. We need to train specific persons for specific tasks and use monitoring to determine who needs training to improve quality of work. Consistency is needed across the campus. This is important and needs to be improved. Providing consistent communications across campus makes people more promotable. In the area of internal policies, Human Resources will look at promotions, how to handle them and how to work through the processes. Clemson University needs to remember the implementing concepts especially 9,10, and 12. Employees should demand performance evaluations from their supervisor! Supervisors under Scott Ludlow will not get above 'M' if they do not complete evaluations on their subordinates. The lines of communication need to be kept open. CSC (Policy & Welfare Committee) is working on having faculty evaluations include evaluation of subordinates. Implementation schedule for new Payroll/Personnel system is January of 1999 and new Accounting system is July 1,1999. They are looking at CU having a paperless system.

2. The minutes stand approved as amended.

3. **President's Report:**

A. **President's Cabinet:** Tony distributed a legislative update handout. Tony has met with Budd Webb and Jim Daniels. Budd would not speculate on pay raises but said that they would be small if anything. The idea of the 25-year retirement plan is still out there. The proposal is on the table but it would cost employees too much. The new version of the Implementing Concepts was passed on January 30 in the meeting of the Board of Trustees and will be published in the next Inside Clemson issue. Dr. Curris is doing well and is expected to return home this week. Please send cards through the President's Office. An offer was made for the position of Vice President for University Advancement. However, the candidate declined and the position will be reopened. Debbie Dubose will continue to serve as interim Vice President. The letter from Lawrence Gressette Jr. about our resolution was presented. The Visitor's Parking Plan was presented and given approval by the President's Cabinet with minor changes.

4. **Treasurer's Report:** Cal reported the budget is in good shape, even with two percent set aside dollars taken out (about \$100). University Advancement has informed Cal the CSC Endowment is now at \$109,147.34.

5. **Committee Reports**

A. **Standing Committees**

1. **Membership:** Alexandra welcomed Robin Page as the new representative for Area #26. The election process is well under way. Letters are to be sent soon to the electees and non-electees. However, two areas are still in need of representatives. Orientation for the new electees will be in March. There will be a meeting on February 11, at 3:00 PM to work on Orientation. Anyone who is rotating off needs to give notebooks to Alexandra or a Membership Commission Member. This needs to be done either today or next month. Alexandra presented a motion to change Bylaws. The motion was seconded, discussed, and approved. Donna Woodruff has resigned. The April CSC Meeting will be in the Madren Center Auditorium followed by lunch in the Madren Center Ballroom.
2. **Communications:** Myra reported the Newsletter was discussed during their last meeting. There will be a survey attached to the March newsletter. Please be careful in how the newsletters are mailed so that the attached survey will arrive properly.
3. **Policy & Welfare:** April reported that there will be a open forum held on May 8,1998 at 11:30 to 1:00 PM. CSC Representatives need to be there at 11:15 AM. April asked for assistance to get vendors to supply the food (donations). The location will be the Amphitheater (Palmetto Ballroom in case of rain). Debbie will send out e-mail the week before as a reminder.
4. **Scholarship:** Brian reported that the \$100,000 endowment has been met. They have met twice before and will meet a month from now. West Point Pepperell has donated golf towels. They are currently contacting sponsors but there are only three definite ones so far. The guest host is TBD. The next meeting will be on 2/19 at 2:30 PM in the basement of the P&A Building. Golf Tournament will be on April 24 for anyone interested in helping. The fee for playing will be \$50 if the player pays before April 15 and \$55 for payments made after April 15. Volunteers are needed to help out.

B. **Ad Hoc Committees:**

1. **Study of the Cooperative Salary Study:**

- a. **Budget Accountability Committee:** Debbie reported they met 1/3 and discussed this year's survey. All requests need to be routed through Thornton Kirby. Kaye Lawson presented copies of the detailed salary comparison data so that we can correct inequities. An agreement was made to divide groups 4 and 5 into

subgroups so there are a clear difference between staff and unclassified employees. A worksheet was given to show the breakdown of salary increases into 4 categories: performance based pay, cost of living, promotions, and other types of increases. Their next meeting will be 2/11.

2. **CSC Survey:** Chuck reported they have gone through all the suggestions for the surveys. They will meet briefly after the meeting. They hope to be able to include the survey in the March Newsletter. The survey will have to be approved by the Human Subjects Committee. Survey will be one page and people will be able to rank their levels of concern with issues and rank the top three concerns. Return process and BD.

C. University Committees:

1. **Accident Review Board:** No report.
2. **Athletic Council:** No report.
3. **Bookstore Advisory:** No report.
4. **Brooks Center Advisory:** Chuck reported the Shakespeare Festival begins next week and we should take advantage of this.
5. **Budget Council:** Cal reported their next meeting is February 17.
6. **CATS:** Tony reported they are having good numbers for ridership. Planning is going on now for the next six months.
7. **Constituent Council:** No report.
8. **Human Resources Advisory:** Debbie reported they met on 1/14. It was decided that the Human Resources Advisory Committee would not be combined with the Campus Business Officers meeting. The 2/11 meeting is canceled. Members are to distribute information to their respective areas. Credit checks, student loan defaults, and educational credentials need to be checked when hiring a new employee.
9. **Joint City/University:** Greg reported next meeting will be 3/2.
10. **Parking Advisory:** No report.
11. **President's Commission on the Status of Women:** Myra reported she has applications for Outstanding Woman of the Year. They are working on a sexual harassment survey.
12. **Quality of Minority Student Life:** No report.
13. **Recreation Advisory:** Steve reported they will meet on Thursday.
14. **Telecommunications:** No report.
15. **Travel Advisory:** Cory reported they met 1/27. Prices on seats are based on the airline's inventory; the further in advance, the cheaper the tickets. Do not book back to back seats. Airlines may charge fees for unused portions of tickets. Or the airlines may take away frequent flyer miles. Frequent flyer mile redemption has had many restrictions imposed. Motor Pool requests can be done on line and have the advantage of immediate request confirmation. John Gilbert can produce travel reports. Alamo Car Rental agreement has been renewed for two years with insurance policy. NationsBank Visa will be our "corporate" card now. The University Plane can be used for one, two or three day trips. It can be reserved for \$200 per hour and \$30 per hour over 500 miles.
16. **Union Advisory:** No report.

6. Unfinished Business:

- A. **SCSEA Report:** Randy reported they met this morning at 8:15 AM. The new location for meetings is B112 P&A Building. Please write your legislators. Contact Randy if you are interested in going with SCSEA to Columbia tomorrow to talk to State Legislators.

7. New Business

- A. **Officer Nominations:** Tony McGuirt said officer nominations will be sought in March and officers will be elected in April.
 - B. Parking hangtags are being stolen; be careful to lock your doors. You will be charged to replace your hangtag.
8. The meeting was adjourned at 11:44 AM.